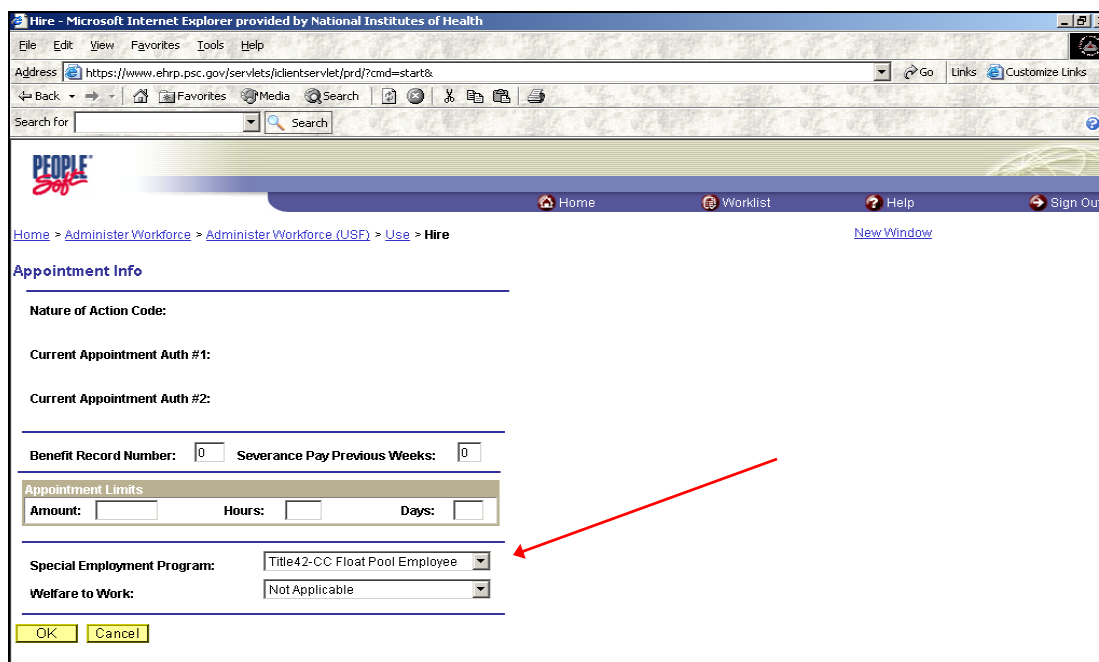


Clinical Center Float Pool Processing

Clinical Center Title 42 Float Pool Processing

A new employee type, **Title 42 'Per Diem' Float Pool**, has been implemented in EHRP to allow the NIH Clinical Center to hire intermittent, 'per diem' employees. This type of employee may be called to work various shifts on different days of the week; the hourly pay rate is determined by the shift worked. In EHRP, personnel actions for these employees are handled in the same manner as personnel actions for all other employees, but when processing Float Pool actions be aware of the following:

Special Employment Program Designation: HR users must indicate an employee is Title 42 Float Pool in EHRP by selecting the 'Special Employment Program' designation of **"Title 42 – CC Float Pool Employee."** This field is found on the 'Employment 1' page of the employee record, under the 'Appt Data' hyperlink (see screen shot below).



The screenshot shows a web browser window titled 'Hire - Microsoft Internet Explorer provided by National Institutes of Health'. The address bar shows 'https://www.ehrp.psc.gov/servlets/clientServlet/prd?cmd=start8'. The page has a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out'. The main content area is titled 'Appointment Info' and contains several fields: 'Nature of Action Code:', 'Current Appointment Auth #1:', 'Current Appointment Auth #2:', 'Benefit Record Number:' (with a value of 0), and 'Severance Pay Previous Weeks:' (with a value of 0). Below these is the 'Appointment Limits' section with 'Amount:', 'Hours:', and 'Days:' fields. The 'Special Employment Program:' dropdown is highlighted with a red arrow and set to 'Title42-CC Float Pool Employee'. The 'Welfare to Work:' dropdown is set to 'Not Applicable'. At the bottom are 'OK' and 'Cancel' buttons.

Conversions: It is not permitted to convert a non-Float Pool employee directly into the Title 42 Float Pool. Actions moving non-Float Pool employees into the Float Pool should be processed after a break in service of at least 4 days (may be rehired on the 5th day after the resignation; e.g. for a resignation date of 9/20; may be rehired on 9/25).

Duration of Appointment: Initial Float Pool appointments may be NTE two years. Extensions may be made in one-year increments.

FREQUENTLY USED ACTIONS FOR FLOAT POOL EMPLOYEES

<u>HIRE</u>	<u>REHIRE</u>	<u>EXTENSION</u>	<u>PAY ADJUSTMENT</u>	<u>TERMINATION</u>	<u>RESIGNATION</u>
Action Code: HIR	Action Code: REH	Action Code: EXT	Action Code: PAY	Action Code: TER	Action Code: TER
Reason Code: NPS	Reason Code: REH	Reason Code: EXT	Reason Code: ADJ	Reason Code: TMP	Reason Code: RES
NOAC: 171-0	NOAC: 171-0	NOAC: 760-0	NOAC: 894-0	NOAC: 355-0	NOAC: 317-0
LAC: ZLM	LAC: ZLM	LAC: ZLM	LAC: ZLM	LAC: N/A	LAC: RUM
Special Employment Program: Title 42-CC Float Pool Employee	Special Employment Program: Title 42-CC Float Pool Employee	Remark Code: G29	Special Employment Program: Title 42-CC Float Pool Employee	Remark Code: G29	Remark Code: G29

For questions related to Clinical Center Title-42 Float Pool policy:

Visit <http://ohrm.cc.nih.gov/employ/title42/perdiem.htm>; or Contact **Thomas Reed**; treed@nih.gov; 496-6219